

**Town of Mansfield**  
**Personnel Committee**

**February 26, 2007**

**Audrey Beck Municipal Building, Conference Room C**

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn , Councilor Chris Paulhus

Members Absent: Mayor Elizabeth Paterson

Staff Present: Assistant to Town Manager Maria Capriola

I. CALL TO ORDER

The meeting came to order at 6:36 p.m.

II. MINUTES

The minutes of February 8, 2007 were passed unanimously.

III. CLASSIFICATION REVIEWS

The Personnel Committee unanimously endorsed Randi Frank Consulting's revised classification reviews of the Management Assistant, Capital Projects and Personnel Assistant, and Fire Marshal positions. Further the Committee endorsed the job descriptions and recommended pay grades for each position.

Most notable results of the study: 1) the Management Assistant position would be reclassified to an Executive Assistant, pay grade 15 of the non-union pay scale

and 2) the Fire Marshal position would increase by one pay grade to pay grade 23 of the non-union pay scale.

#### IV. REGISTRAR & DEPUTY REGISTRAR SALARIES

The Committee reviewed an analysis of Registrar and Deputy Registrar compensation prepared by the Town Manager's Office. The Committee unanimously endorsed an option to increase the Registrar salary to an hourly wage of \$20.02; this pay is based on Assistant Town Clerk compensation, the most comparable internal position in the organization. Deputy Registrar compensation was endorsed at 75% of the Registrar rate, or \$15.02 per hour. Councilor Koehn commented using internal salary data, as opposed to the market rate, is a more precise and equitable means of determining compensation.

Deputy Mayor Haddad recommended that in the future, the Town and Council consider approving an annual stipend for Registrars as opposed to setting an hourly rate of pay. It was also recommended that the salary or stipend be approved (to take effect January 1 of the following year for a two year period) during the budget process or in the Fall **PRIOR** to an election.

#### V. ADJOURNMENT

The meeting concluded at 7:15 p.m.